

Reports to Management Table

Report Description	Frequency (daily, weekly monthly, quarterly, annually, etc.)	Projected Delivery Date(s)	Person(s) Responsible for Report Preparation, Title and Organizational Affiliation	Report Recipients, Title and Organizational Affiliation

Identify the frequency and type of planned reports to management. Include the projected delivery date, the personnel responsible for report preparation and the report recipients. Verbal update reports can be included in this table. Refer to *EPA QA/G-5* Section 2.3.2 for guidance.